Job Title: IT/Computer Technician

Supervisor: IT Coordinator

Employment Terms: 12 Months

Salary Range: $19.54 - $27.54 – hourly

Location: TBD

Skill Sets:
- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:
- Troubleshoot hardware and performing hardware repairs and upgrades including adding and replacing PC/MAC’s hardware and components
- Install, configure and maintain peripheral network equipment
- Troubleshoot system network connectivity and applications software
- Conduct preventative maintenance on district technology hardware
- Works with users to answer questions regarding application software or hardware
- Prepares a variety of written materials (e.g. work order reports, inventory control, procedures, etc.) for the purpose of providing written support and/or conveying information
- Establish and maintain good rapport with students, employees, community members and vendors
- Maintains a high level of ethical behavior and confidentiality
- Other job related duties as assigned

Qualifications:
- High school diploma or G.E.D.
- Three or more years’ experience with PC technology in a network setting
- Knowledge of technical journals and manuals utilized in the installation, maintenance, and repair of network computer workstations
- Skill in performing systems analysis, programming and customizing computer software
- Skill in analyzing, diagnosing and implementing corrections and solutions to computer systems and problems
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents and others having business with the district
● Experience in working with the following industry standards: IEEE 802.2, 802.3; knowledge of network topology
● Strong research skills and ability to use internet blogs
● Experience with Internet connectivity and troubleshooting
● Technology/computer skills required (software and hardware)
● Experience with Active Directory and Server 2012, 2016
● Knowledge of applicable West-MEC District Policies

Other Requirements:
● Ability to work independently
● Ability to work outside normal working hours and evenings
● May be required to lift and carry heavy, bulky supplies and materials in excess of 60 pounds
● Must pass a fingerprint clearance and background check
● Maintain a valid Arizona Driver’s License

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:
Submit online application: https://west-mec.edu/employment/
Include:
● Letter of interest
● Current resume
● Three professional references (names, addresses and phone numbers)

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